

Bob Riley Governor

Bill Newton Acting Director of Finance

State of Alabama Department of Finance

Division of Risk Management

777 South Lawrence Street Montgomery, AL 36104 Telephone: (334) 223-6120 Fax: (334) 223-6154 www.finance.alabama.gov

> Ben M. Spillers Risk Manager

MEMORANDUM

To: Department-Agency Head/Training Directors

From: Ben M. Spillers from M. Spillers
Risk Manager

January 20, 2010 Date:

Re: State EAP Training Opportunities -- FY-10

The Division of Risk Management State EAP Program (SEAP) will again provide regional EAP training opportunities and offer each agency an opportunity to receive a minimum of one training session in addition to our quarterly statewide workshops scheduled for FY-10. The number of available workshops that each agency may request will be based on the size of the agency as shown on chart below. Each agency should also select their desired training topic(s) from the enclosed list of training topics.

Every agency's training request should be submitted by a designated representative from the agency's central front office. Training sessions are one (1) hour in length and will be scheduled based upon the availability of our presenters; requests will be honored on a first come, first serve basis according to the date and time of your e-mail request. We highly encourage you to submit your requests as soon as possible, as all training must be scheduled prior to August 31, 2010.

The workshop topics for our FY-10 quarterly statewide training sessions and tentative dates and locations are shown on our enclosure. However, we will send out a separate confirmation letter to each agency prior to each statewide session with the specific date, time, location, and number of available slots for each training session.

Please submit all requests for training to the SEAP Director, Mr. Samuel Boswell via e-mail at Sam.Boswell@finance.alabama.gov. If you have any questions about the content of the workshops or other related issues, you can reach Mr. Boswell at (334) 223-6153.

Number of training sessions available to agencies based on number of employees:

Agency Size	Training Sessions:
1-99	1
100-499	2
500-999	3
1000+	4

FY-10 State-wide training topics, dates, and locations:

Topic: Communication: The Key to Most Problems

Location and Dates: (Tentative)

Huntsville February 18
Montgomery February 19
Mobile February 23
Birmingham February 25

Topic: The Art of Successful Juggling: Stress Management in Everyday Life

Location and Dates: (Tentative)

Tuscaloosa April 13
Birmingham April 20
Huntsville April 21
Mobile April 22
Montgomery April 28
Dothan April 29

Topic: Team Building

Location and Dates: (Tentative)

Birmingham June 15 Huntsville June 17 Montgomery June 22 Mobile June 24

Topic: Motivating Your Employees: More Than a Paycheck

Location and Dates (Tentative)

Tuscaloosa August 10
Birmingham August 12
Montgomery August 17
Huntsville August 19
Mobile August 24
Dothan August 26



BEHAVIORAL HEALTH SYSTEMS

Behavioral Healthcare Programs for Business & Industry Since 1989

800-245-1150 • 205-879-1150 www.behavioralhealthsystems.com

Work-Life Topics

Personal Relationship Skills

Relating to Difficult People

Communication: The Key to Most Problems Conflict Management and Problem Resolution

Stress Management

The Art of Successful Juggling: Stress Management in Everyday Life

Balancing Act: Family and Career Using Humor to Deal with Stress

Compassion Fatigue

Jangled Nerves and Jingle Bells: Reducing Holiday Stress and Depression

The Stressed Personality: Internal Causes of Stress

Stress Management Tips for Relationships

Stress Management for Real Life

Stress Management Techniques

Personal Management Skills

Professionalism in the Workplace

Assertiveness Training: Learn to Express Yourself Effectively

Avoiding Burnout: Put Out the Flames Now

Coping with Organizational Change

Grief in the Workplace

Multiple Generations in the Workplace

- Behavior Modification: Old Habits Can Be Broken
- Improving Concentration
- Overcoming Procrastination
- □ Perfectionism: When Being Good Isn't Enough
- Self-Confidence: Learning to Trust Yourself
- □ Time Management: Make the Clock Work For You
- Work Addiction: When Work Habits Become Harmful

Caregiver/Eldercare Topics

Caring For an Aging Loved One

Conflictual Caregiver Emotions

Developing a Support System

Identifying Community Agencies and Resources

Identifying Quality Care

Identifying Signs of Abuse

Enhancing Communication with Older Adults

Recognizing Signs of Geriatric Pharmacological Side Effects

Recognizing Geriatric Depression

Senior Diet and Exercise

Setting Healthy Boundaries with Elderly Family Members

Talking with Doctors and Healthcare Workers

Working with Medicare and Social Security

Compassion Fatigue

Family-Related Topics

- Codependency: Living with an Addictive Personality
- Family Violence: Breaking the Cycle
- Creating a Cooperative Family

Communicating with Your Partner How to Relate to Aging Parents

Improving Family Relations

Setting Boundaries for Healthy Families

Family Financial Management

Developing a Household Budget

Deleting Debt

- Step Families: Making It Work
- Stress Success

Stress Success for Busy Families

Stress Success for Children and Teens

- Successful Single Parenting
- □ The 'Sandwich Generation': Caring for Two Generations
- Parenting a Teenager

Adolescent Substance Abuse: New Drugs of Abuse

Communicating Effectively with Teens

Parenting Children

Boomerang Kids: When Adult Children Come Home

Children of Divorce: How to Help Your Child Cope

Emotional Wellness

Addiction

Compulsive Gambling

Behavior Modification: Old Habits Can Be Broken

Codependency: Living with an Addictive Personality

Recognizing Internet Addiction

Substance Abuse: Signs and Symptoms

Using a Twelve-Step Program to Improve Your Life

- Anger Management
- Anxiety: What is normal

Identifying and Understanding Phobias

Obsessive-Compulsive Disorder

Understanding Panic Disorders

Post Traumatic Stress Disorder

- □ Understanding Attention Deficit Disorder (ADD/ADHD)
- Identifying and Coping with Depression

Living with Someone Who is Depressed

Understanding Post Partum Depression

Recognizing Warning Signs of Suicide

Understanding Bipolar Disorder

- Death & Dying
- □ Emotional Intelligence
- Understanding Eating Disorders

Health and Wellness Topics

General Health and Wellness

Alzheimer's Disease: Managing From Day to Day

Coping with Cancer

Coping with Chronic Pain and Illness

Improving Your Immune System

Improving Sleep

Relaxation and Meditation Techniques

Stages of Readiness for Change in Health Behaviors

"Self Hypnosis": Changing Unhealthy Habits

□ Heart Healthy Living

Heredity and Wellness

Humor and Health

Healthy Eating for Life

Spiritual Aspects of Healing

Weight Management

Breaking the Habit of Compulsive Eating

Psychological Aspects of Weight Loss

Motivation Factors

Diets Don't Work: What Does?

Fitness

Developing an Individual Fitness Program

□ OUIT for LIFE (Smoking Cessation)

Preparing to Quit

Early recovery

Maintenance

- □ NUTRITION for LIFE
- Sleep Disorders

Sleep and the Shift Worker

The Routine of Sleep

Management Development Series

Basic Skills for Supervisors

Team Building

Recognizing a "Troubled Employee"

Supervisory Training: Beginner Skills

Creating a Positive Work Environment

Decision Making and Goal Setting

The Manager's Role in Employee Engagement

Intermediate Supervisory Skills

Conducting the Structured Interview to Hire the Best Candidate

Motivating Your Employees

Supervisory Referrals and the Employee Assistance Program

Responding to Changes in the Workplace

Helping Your Employees after a Critical Incident

Advanced Leadership Skills

Effectively Managing Difficult Employees Conflict Resolution: Keeping the Peace Improving and Enhancing Morale

Leading Effectively

Workplace Diversity: Valuing Differences

Workplace Violence: Awareness and Prevention

Workshops may be customized for specific needs for topic, length, location, and style of presentation. Call Sam Boswell, State EAP Director, at 334-223-6153 for more information and scheduling.